VOLUME 14, ISSUE 1

KCJIS NEWS

FEBRUARY 2012

INSIDE THIS ISSUE:

Entering Misdemeanor Warrants into NCIC

Captain Randy D. Moon, Kansas Highway Patrol

A couple of issues concerning misdemeanor warrants were identified from our FBI Audit this past August. According to the FBI CJIS Division all misdemeanor entries in NCIC MUST be noted as EXL/D for "Misdemeanor, No Extradition" unless it is a rare case of a misdemeanor confirmed as qualifying for extradition from outside the state of Kansas. There was some confusion concerning what the definition of extradition meant. Transportation within the state of Kansas does not qualify as "extradition" for NCIC purposes. For NCIC purposes extradition means transportation across state borders.

The next issues concerns a query wanted entry. A standard "QW" inquiry (which is what the Kansas Car Stop Screen produces) will return from NCIC all felony entries regardless of extradition and extraditable misdemeanors. With this in mind, the Kansas misdemeanor entries in NCIC, noted as "No Extradition", are NOT being returned to the QW inquiries… even those queries made by other Kansas agencies that could potentially act upon the hit(s).

To retrieve the non-extraditable misdemeanors from the Wanted Person File of NCIC requires the inquiring agency to submit either a QWA (returns all felony and misdemeanor records regardless of extradition) or a QWS (returns felony records regardless of extradition, all misdemeanor records indicating possible extradition from the inquiring agency's location and all intrastate misdemeanor records).

The Kansas Highway Patrol CJIS Training Unit plans to put an emphasis on misdemeanor warrant entries in NCIC in future training sessions. We intend to clarify the function of the QWS in our training and will emphasize utilizing only the Kansas Warrant File for all non-extraditable misdemeanor records for Kansas to ensure there will be a hit response to the Kansas Car Stop Screen transactions and any standard QW queries. In the meantime, please make your dispatchers aware of these issues and if there are any questions feel free to contact your local KHP auditor.

SUBMISSION OF KANSAS OFFENDER REGISTRATION FORMS

JESSICA DULTMEIER, PROGRAM CONSULTANT, KBI

A friendly reminder that Kansas Offender Registration Forms must be completed on the newest version available (07/01/2011). If you need the most recent version of the registration form, please contact your regional contact. Along with the Registration Form, a signed copy of the Acknowledgment of the Offender Form is required. Not only is having the Registration From completed in full and a signed copy of the Acknowledgment of the Offender Form required per statute, it too is extremely helpful and beneficial when used in court.

NSOR ENTRIES IN NCIC

JESSICA DULTMEIER, PROGRAM CONSULTANT, KBI

The National Crime Information Center (NCIC) requires entries for only sex offenders. Violent and drug offenders are not to be entered into NCIC. If your agency currently has violent and/or drug offenders listed in NCIC please cancel (XXS) them. Also, juvenile sex offenders can now be and should be entered into NCIC because an FBI# is no longer a mandatory field.

"The National Crime Information Center (NCIC) requires entries for only sex offenders."

FIELD SUPPORT

TENTATIVE TRAINING DATES FOR 2012

Schedules will be announced closer to the training dates.

March 5th - 9th
KBI Headquarters

April 30th – May 4th
Western Kansas

June 3rd – 5th
KCJIS Conference

July 16th – 20th
KBI Headquarters

September 18th – 19th
Southeastern Kansas

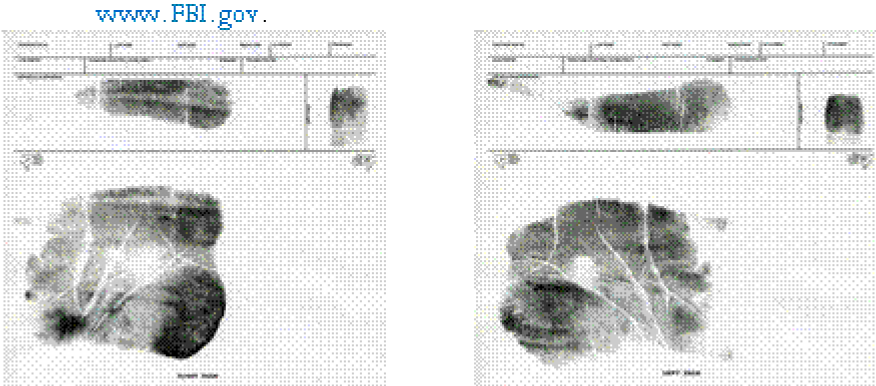
ARE YOU SUBMITTING PALM PRINTS?

TINA ORTEGA, TRAINER, KBI

As of July 2007 agencies **MUST** submit Palm Prints inked or Livescan.

PALM PRINT SUBMISSIONS

- K.S.A. 21-2501 requires palm prints to be submitted along with the tenprints to the KBI for all felonies, Class A & B misdemeanors and Class C assaults. Palm print and writer's palm are to be taken for both hands. One hand per palm print card. Fingerprint and palm print cards can be ordered from the FBI at www.FBI.gov.



"Agencies **MUST** submit Palm Prints inked or Livescan.

AFIS TECHNOLOGY SUPPORTED BY THE KBI AFIS

ELY MEZA, KBI INFORMATION TECHNOLOGY DEPARTMENT

RapID Technology: This two-fingerprint identification unit is designed to capture the index fingerprint from each hand and submit them to the KBI AFIS for identification, with responses being returned directly to the units. Response times are typically 1 minute or less depending on processing load and bandwidth. The RapID units are designed to work outdoors using the services of a wireless communication provider (like a cellular phone). The KBI purchased trial units of the RapID technology as part of the AFIS purchase contract. Several of the trial units are still available upon request. Recipients are required to purchase a maintenance service agreement and the wireless communications service.

Livescan Technology: As part of the new AFIS implementation in 2007, the KBI adopted the current FBI fingerprint resolution standards of 1000 pixels-per-inch (ppi), and added the ability to receive palm prints and mug shots electronically via livescan, all of which dramatically increase the chance to quickly identify an individual not only within Kansas but nationally. Many agencies in the state are still using older livescans however, that cannot provide fingerprints at greater than 500 ppi resolution and cannot provide palm prints or mug shots. As you make budget plans and look for grant opportunities, please consider the adoption of newer livescans that can meet current standards.

Agencies interested in the RapID units and new livescan technology or with AFIS related questions should contact Ely Meza at (785) 296-8254 or ely.meza@kbi.state.ks.us.

Kansas Bureau of Investigation

Kirk D. Thompson
Director

Derek Schmidt
Attorney General

December 19, 2011

Dear Partner Agency,

Re: Change in Testing Process for Electronic Submission

On December 5, 2011, the Kansas Bureau of Investigation (KBI) Incident Based Reporting (IBR) Section changed the policy with regard to the electronic submission of incident reports to the Kansas Incident Based Reporting System (KIBRS). It is our goal to simplify the process in which agencies transition to electronic reporting while continuing to provide assistance with Federal and state reporting requirements. We hope to increase electronic submission while still maintaining accurate data. The KBI believes this change in policy will be beneficial to our partner law enforcement agencies.

The new testing process will allow an agency to be moved directly into the live database after correctly extracting data for each National Incident Based Reporting System (NIBRS) offense code. If an agency's software will not correctly extract necessary data for submission into KIBRS, we will continue to assist the agency in the hopes of resolving the issue. Certification, a separate process, will be awarded after an agency meets reporting requirements for data accuracy. While 100% accuracy is not a requirement, some crimes and sections of the standard offense report and arrest report will need modification should errors be found. You will be provided with the information regarding the requirements of these particular sections prior to submitting electronically.

The new process for transitioning to electronic reporting is as follows:

1. Submit a completed application packet provided by an IBR Program Consultant.
2. If we need more information we will contact you. Otherwise, your agency will receive an installation or update of the KIBRS Gateway and a detailed testing plan.
3. We will ask you to submit data according to the testing plan for each NIBRS code to ensure data fields are extracting properly into the gateway per the Interface Control Document. If the data fields do not extract properly, the Program Consultant will provide information that your agency can share with your software vendor to make necessary changes to meet the Interface Control Document. If your agency does not have some of the crimes required for testing then testing data can be supplied to you upon request.
4. After determining that your agency's software correctly extracts, your agency will be moved into the "Live" Database. Your agency can immediately begin submitting your offense and arrest reports electronically and stop mailing reports, except for those reporting murders which we will continue to request in hard copy.
5. The Program Consultant will continue to assist your agency to work towards certification. Certification is the final process to ensure your agency is submitting accurate data. During the certification process electronic data will be reviewed for quality assurance every quarter. Once your agency is certified you will receive a certification letter. At that point, a sample of electronic data will be checked for quality assurance once a year.

1620 SW Tyler / Topeka, Kansas 66612-1837 / (785) 296-8200 FAX (785) 296-6781

Through this process, we ask all agencies to understand the importance of quality and accuracy. Electronic reports go directly into live, investigative databases accessed by law enforcement across the country. There is no stopover at KBI for quality assurance. While the new process is more relaxed for initial electronic submission, KBI IBR is committed to providing practical, comprehensive crime data.

Thank you very much for your past and future efforts to improve crime reporting in Kansas. We look forward to working with your agency. If you have any questions or suggestions, please do not hesitate to contact Janell Zeiler at (785) 296-8279 or Janell.Zeiler@kbi.state.ks.us.

Sincerely,

Leslie Moore

Leslie Moore
Director
Information Services Division

ROLLING IN THE NEW YEAR

SARA FOSTER-PROGRAM CONSULTANT, FIELD SUPPORT, KBI

It's hard to believe that 2012 is here and February, to boot. The Incident Based Reporting Section at the KBI has been hard at work initiating some major changes, creating and updating materials, and wrapping up 2011.

To start, the IBR Section policy regarding testing for electronic submission has changed. Details of the new policy are provided in Leslie Moore's article in this newsletter. The new procedure makes testing much faster and easier. It especially reduces the testing burden on smaller agencies. We hope you will contact us soon for electronic submission!

A new KIBRS Handbook was released and emailed to any email on file with the IBR Section. The new Handbook is the sixth edition and dated January 2012. If you have an earlier version, please email Sara for the latest Handbook. A new Interface Control Document was also released late in 2011. We are now on version 17 of the ICD. The newest ICD was emailed to any software vendor on file but it is good practice to check with your software vendor to be sure they have the latest version. The IBR Section is not usually aware when software contacts change at local agencies. With the changes to electronic submission policy, it is very important that your software vendor understands the importance of meeting the ICD requirements. It can mean the difference between manual submission and submitting electronically.

A new KIBRS Gateway manual was written and distributed in 2011. If you would like a copy, please notify Sara. Several pictures and diagrams were added to make using the KIBRS Gateway easier. This manual was needed very badly for local agencies with recent staff changes to assist in the training of new personnel. The IBR Section also has several Standard Operating Procedures available to help agencies in submitting electronic data and troubleshooting CJIS Law and the KIBRS Gateway.

Are you using your Quick Search Statutes? That excel spreadsheet can tell you whether an offense is reportable to KIBRS, if you should collect fingerprints/palmprints or DNA, and easily helps you find a statute with the simple CTRL + F find function, although you may have to hit Find Next several times to find the correct statute. The next version of the Quick Search Statutes will have a worksheet with all statutes and another worksheet for only current effective statutes as well as columns for Group A vs Group B crimes.

Finally, 2012 marks the start of a new program for Incident Based Reporting. The last two years have been full of training for local agencies but this year the focus is shifting towards the new on-site audits. The National Incident Based Reporting System at the FBI requires these on-site audits. In 2012, 140 agencies will receive an on-site visit from an IBR Program Consultant. If your agency is scheduled for this year, you will receive a letter in the mail with the date, time, and preparation instructions. As this is a new program, the error percentage for compliance has been doubled, allowing more flexibility. It is our hope that this will be a learning opportunity instead of a dreaded requirement. Many agencies are looking at the new audit program in a positive light and we hope to continue reassuring every local agency that this is a strong move towards fulfilling the missions of Incident Based Reporting both in Kansas and on the National level while assisting local agencies instead of being a burden. Even though formal training will be more scarce in 2012, agencies will be receiving far more personalized, tailored training during the on-site visit.

"We hope you will contact us soon for electronic submission!"

Please don't hesitate to contact Sara Foster, sara.foster@kbi.state.ks.us or 785-296-8278, Donna Sheldon, donna.sheldon@kbi.state.ks.us or 785-296-4373, or Janell Zeiler, janell.zeiler@kbi.state.ks.us or 785-296-8279.

KANSAS INCIDENT BASED REPORTING SYSTEM: DATA SUBMISSION DEADLINES FOR 2012

JANELL ZEILER, PUBLIC SERVICE ADMINISTRATOR II

The Incident Based Reporting Section at the Kansas Bureau of Investigation has released the 2012 deadline schedule for submitting Kansas Standard Offense and Arrest data to the KBI. These dates also represent the deadline for submitting the *Law Enforcement Officers Killed and Assault (LEOKA) report*, *Supplemental Homicide Reports* and the *Zero Report*.

April 13, 2012:	First Quarter deadline. All January-March 2012 data submitted to the KBI headquarters.
July 13, 2012:	Mid-Year deadline. All January- June 2012 data submitted to the KBI headquarters. This is the deadline to be included in semi-annual statistic reports.
October 12, 2012:	Third Quarter deadline. All July- September 2012 data submitted to the KBI headquarters.
January 18, 2013:	Fourth Quarter deadline. All January- December 2012 data submitted to the KBI headquarters. This is the deadline to be included in the FBI *Crime in the United States* publication and other annual statistic reports.

NEW SUMMARY RETURN A FORMS

BILL REID, RESEARCH ANALYST II - KIBRS

The FBI plans to go to paperless reporting by 2013. Beginning in 2012, we will start sending the quarterly Return A and Arson reports along with Supplemental Homicide Report (SHR) and LEOKA forms in an Excel spreadsheet. In addition we will also send Return A Supplemental forms to be completed by agencies who are unable to submit data on paper or electronically.

Please make certain these are completed electronically and returned via email.

A notice will be sent out next month to all agencies affected by this change.

National Data Exchange

N-DEx Update

"The right information in the right hands right now"

KANSAS N-DEx SUCCESS STORY!

Captain Randy D. Moon, CSO

The N-DEx System was recently used in Kansas by a Kansas Sheriff to help aid in an investigation. On November 30, 2011, the Kansas Highway Patrol conducted two N-DEx training classes in Salina for nearly 40 LEO's. During the afternoon class Sheriff Ron Ridley of Hodgeman County attended.

While in class the Sheriff ran a name of a suspect of an active case that his agency was investigating. He immediately received a response from N-DEx that led him to follow up on the information (while in class no less) regarding their agency's investigation.

The resulting N-DEx query helped develop investigative information in his case and will lead to additional charges against their suspect.

During class and after learning how powerful the N-DEx system is, Sheriff Ridley ran his suspect's name through N-DEx to see if anything returned on him. The suspect lived in Hodgeman County and was involved in financial crimes with a co-conspirator where nearly $200,000 was embezzled from a Dodge City business. State and federal search warrants were executed in both Jetmore and Dodge City to recover evidence and during one of the searches a .45 caliber Glock was found in possession of one of suspects who is a felon and a parole absconder from Texas. Investigators could not determine where this gun came from, but had been able to locate where several other recovered firearms recovered had come from. This particular .45 Glock firearm was not entered in NCIC as stolen.

Based off the Sheriff's N-DEx search, he determined that the suspect's name was listed in a Texas offense report from 2010 reporting the theft of a firearm from a residence in Killeen Texas. You guessed it...the stolen firearm was a .45 Glock. While still in class, Sheriff Ridley phoned the DCPD detective who had the gun and gave him the information found in N-DEx and he made contact with Killeen PD. The detective was able to obtain additional information from the victim about the gun. The victim had purchased the gun from a friend who had lived in Oregon and had been a Deputy Sheriff at Multnomah County. The victim was able to supply the friend's name and an ATF trace on the gun linked it to that subject and the Multnomah County SO.

So, as a result of the N-DEx search, investigators recovered a firearm that they determined was stolen in Killeen, Texas and were able to add more Kansas charges against the suspect. Killen, Texas detectives are also putting together a case to charge the Kansas suspect with the theft of the Glock in their jurisdiction.

To obtain N-DEx access and to receive training on using N-DEx, contact Amy Johnson, Kansas Highway Patrol CJIS Unit, (785) 296-5980 or e-mail ajohnson@khp.ks.gov. For additional information about N-DEx visit http://www.fbi.gov/about.us/cjis/n-dex/n-dex .

NEWS FROM THE KBI HELP DESK
BY JAVIER BARAJAS AND WILSON WILEY

Central Message Switch Replacement Status

Most people probably know that we made the big jump to a new message switch on December 4, 2011 to provide new and exciting features for the criminal justice community in Kansas. It was a long process but we are now finished with the initial implementation. We would like to thank everyone for your patience with the conversion. There are still some issues to be fixed, but we are well on the way to having a feature rich environment for agencies to get the critical information they need in an easily accessible platform.

To view ongoing issues with the new message switch that we are working on, go to https://www.kcjis.state.ks.us/Information/News/Outstanding%20Issues.pdf. For a comprehensive list of new features that are being provided in the new message switch, go to https://www.kcjis.state.ks.us/Information/News/Kansas%20Message%20Switch%20Replacement%20Updates%202011-12-06.pdf. To summarize, there are new Interpol queries, out-of-state DL photos, out-of-state warrant queries via Nlets, probation and parole queries, NCIC batch queries, standardized rapsheets, and more dependable weather messages.

One of the new features we are most excited about is the ability to obtain DL photos from the switch in your driver's license responses from other states through the Nlets interstate network. Currently this functionality is only available in Open-Fox Messenger, but it will be made available in the coming months to downstream servers to code to once the FoxTalk protocol documentation is completed.

To get a DL photo in OpenFox from another state, open the DQ form, found in OpenFox under the Driver License Queries folder, and the Other States (NLETS) sub-folder, and double-click the Query Out-of-State Drivers License form. To make sure you get the DL photo back, click the Image Indicator drop-down field and choose "Y = Yes".

Obtaining Help Files From Other States

Submitting a transaction with 'Yes' in the image indicator field to receive the DL photo, doesn't mean the state you are sending the request to is capable of supporting this function. If you submit a transaction and it does not return with a DL photo you can find out if that state supports this function by running an AM-HELP query.

You can run the AM-HELP transaction to get information about other state's support for driver's license, license plates/registrations, VINs, boats, criminal histories, parole/probation, sex offender, license plate readers, and more. This transaction can be found in OpenFox Messenger in the Nlets Miscellaneous Transactions folder, and double-click the Help File Request form. All possible destinations will be listed under the different tabs and drop-downs. SSAP clients can run this transaction by opening an free text form and typing the two state abbreviation followed by the file you want help with and then the word Help, i.e. KSLICHELP in the destination field.

KACIS

Kansas Customer Information System (KACIS) is a new, centralized system for user, agency and application authorization management. Only TACs (Terminal Agency Coordinator) can access KACIS, along with KACIS administrators from the KBI, KHP Auditors and CJIS Unit staff.

TACs will use KACIS to enter and modify their users' demographic information (address, phone, training…etc) and assign their users to appropriate applications (the Central Message Switch/OpenFox). KACIS replaces the user management functionality of Web TAC Admin. Instructions for using KACIS can be found under the "Adding/Removing Users…" heading on the Help Desk page of the KCJIS web portal. The Help Desk page is located https://www.kcjis.state.ks.us/information/audit/default.asp. The KACIS website is located at http://kacis.kcjis.state.ks.us/.

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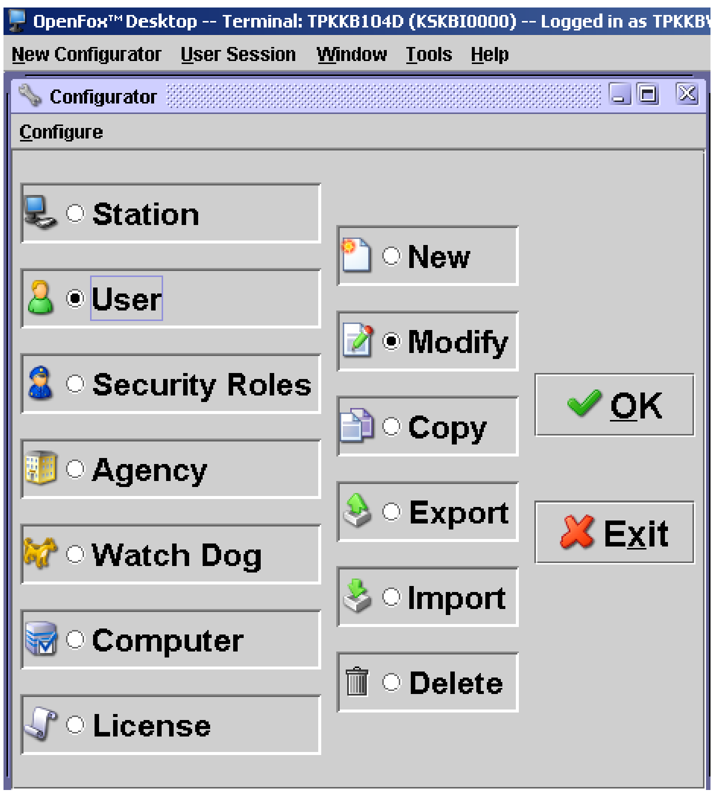
NEWS FROM THE KBI HELP DESK– CONTINUED

Security Roles and Message Keys

Assigning message keys has taken a new direction from the Web TAC Admin of old. This is now done on the switch itself instead of through a website. After a TAC enters the user into KACIS the user information will be synced with Configurator (which is a module of the OpenFox Desktop) within 10 minutes. If you are a TAC and don't see Configurator from the modules menu in the upper-right corner of the OpenFox window, it probably needs to be added to the OpenFox license of the terminal you are on. If you need to add Configurator to a terminal please email the KBI Help Desk helpdesk@kbi.state.ks.us and request the module be added.

Once you are in OpenFox Configurator, what do you do? TACs can only go into the Modify User screen to assign a role. To open the Modify screen select the User option on the left, Modify on the right, and click OK. All of the other options in the Configurator screen will not be available as they are strictly for administrative purposes for KBI staff to manage the switch.



Next put in the user ID of the user that was created or modified on the KACIS website (the data should sync about every 10 minutes) and click the Get button. Once the data populates you will need to select a Security Role for that user. Security Roles have replaced the function of assigning message keys. Security Roles allow you to select a group of message keys to assign and also allows you to give users the ability to run "commands" within OpenFox. There are security roles for full access users and limited access users. For a list of all the security roles and descriptions of what they contain that you can assign to users, view the Central Message Switch Replacement Updates document posted on the KCJIS web portal under the Breaking News.

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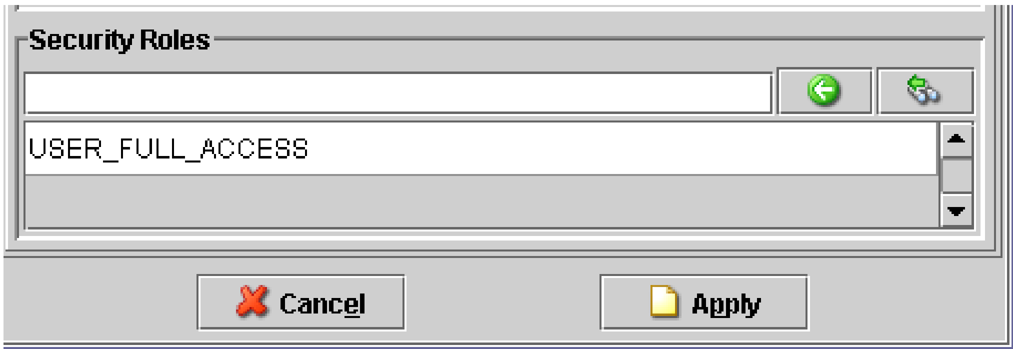
NEWS FROM THE KBI HELP DESK—CONTINUED

To assign a security role to your user just click on the binoculars in the Security Roles section of the window (if you don't see all of the contents of the window, click the Maximize button in the top right-hand corner and scroll down).



You will see an "Enter Search Text" field, type in "user" and that will give you a list of all of the user security roles. Simply double-click on the security role you would like to add to your user. Then click Apply or OK and the user will be assigned that role.

By default, when moving to the new message switch, we had no way of being able to get an all inclusive lists of all full access or limited access users so all users were imported as full access. As time permits TACs should go in to Configurator and check all users of their agency to make sure they are set to the correct security role they need for the functions of their job.

Looking Up Users of Other Agencies

You might receive a message from a user within the state that only identifies them by their user ID, such as TPKKB111. You can quickly and easily look them up in OpenFox. Simply go to the OpenFox Commands folder, double-click the User Report form and type the User ID into the User field and click Submit. You will get back a report similar to this:

```
TPKKB111  NBR=  6508 LNA=TESTRECORD  FNA=TEST MNA=
   ** USER IS DISABLED **
   DTE=2007 12/21 22:14  DTM=2011 12/ 3  0:39  DLU=2011 12/ 3
   PWX=  NONE
   CSA=0
   UAM=PASSWORD  UAD=
   Non-Expiring User Password
   AGY=TPKKB  HDT=NONE CDT=NONE TDT=NONE
    STN=NONE IDT=000 STO=000 LOW=0
    ROL=USER_FULL_ACCESS
```

From this information, you can get a lot of information, such as the person's last name (LNA), first name (FNA), agency (AGY) and role (ROL).

Managing Queues

The KBI manages and monitors the queues for all terminals within the state. We try to keep the queues low to make sure our message switch runs as efficiently as possible. When queues get too high, switch performance is affected and could potentially cause the switch to unexpectedly shut down. Because of this, we ask everyone to make sure terminals are logged into regularly to download the messages in queue from the message switch.

Starting February 13, 2012 we will re-route messages from queue as follows: Terminals that have 75 or more messages in queue we will re-route the entire queue to the primary dispatch terminal for the agency. Prior to re-routing messages we will send out a notification to the primary terminal letting the user know the messages will be sent. We ask the affected agency TAC's review what terminals are set up for broadcast groups to ensure only terminals that are logged into on a regular basis are set to receive broadcast group traffic.

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NEWS FROM THE KBI HELP DESK– CONTINUED

OpenFox Re-Registration

We will be implementing a new functionality for licenses and this functionality requires all OpenFox licenses to be re-registered to take effect. We are currently planning on a mid to late March timeframe for testing and implementation of the re-registering of licenses tentatively set for April. We will coordinate the hardware fingerprint implementation with TAC's. Right now we just want to make you aware of this so you can start to prepare if you need IT staff available to perform the re-registration on your terminals. We will provide all of your OpenFox product keys to you ahead of the scheduled re-registration date. If you currently do not maintain a list of your products keys and need a list of all OpenFox terminals at your agency, please contact the KBI Help Desk by email or phone.

New Archive & Retrieval

Along with our new switch comes a new and improved version of the Archive and Retrieval (A&R) Module. The back-end received the most benefit from the new version. CPI rewrote the 'behind the scene' functionality to provide a better, faster and more reliable Archive and Retrieval tool for TAC's of the KCJIS community. TAC's will also notice a different look and feel to better suit the improvements made to the back-end of A&R. The Archive and Retrieval client provides a way for TAC's to retrieve all KCJIS traffic going to and from all KCJIS terminals within their agency from 12/4/2012 to the current date.

To access A&R, log into the OpenFox ™ Desktop as you would to access the Messenger client and click on 'Modules' found in the upper right corner of the OpenFox ™ Desktop. Here you will see a list of all modules available to you on the KCJIS terminal you currently are signed into. If you do not see 'Archive Retrieval Client' in the list of modules and you are the TAC for your agency, you may request it from the KBI Help Desk by e-mail HelpDesk@kbi.state.ks.us or by calling 785-368-6382. You should be able to re-register your OpenFox ™ Desktop within the next business day and access the A&R module.

Once you have the A&R module open, you will first notice the initial screen looks quite different than before. The Search Window contains three main sections which are the Search Queue, General Search Criteria and Select a Search Method.

- *Search Queue* is the top section of the Search Window. It contains the status of your current 'active' search (including a progress bar to indicate the completion percentage of your search), Date/Time of when you submitted your search, Number of records found in your search, Result Set ID and a Summary of what you searched for.
- *General Search Criteria* is the middle section of the Search Window. Here is where you define your Start and End dates and Start and End times. Notice the dates are predefined to the current date. If this section is left unchanged A&R will search for the current date from midnight to the current time. The current time is defined in the upper right corner labeled 'Most Recent Archive Date'. The oldest Archive date is our go-live date for our switch which is 12/4/2012.
- *Select a Search Method* is where you define your search criteria. This section is sub divided into three types of searching methods. You can search by the exact or range of Master Reference Index (MRI) numbers, Terminal ID and Sequence Numbers or String Search.
    - The MRI method is pretty simple and straight forwarding. Simply enter the MRI or range of MRI numbers you'd like to search for and click the Search button found at the bottom of the Search Window.
    - Terminal ID and Sequence # method requires you to limit your searching to just one Terminal. This method is good only if you know for sure the data you are looking for came across a particular terminal within your agency. You are also required to indicate if the KCJIS message is going from your station to the CPI switch (Input) or from the CPI switch to your station (Output). The SEQ number and range allows you to limit your search even further. This information is reserved for advanced searching methods. However, the String field allows you to limit your searching to only include a particular string of characters found in the KCJIS message. We are limited to 60 characters for the String field.
    - *String Search* allows for searching of a string of up to 60 characters that can be found in the KCJIS message you are searching for. Because a string search requires A&R to search the contents of KCJIS messages, this method may require more time to process your search. At this point TAC's can monitor the "% Complete" column of the Search Queue section of the Search Window.

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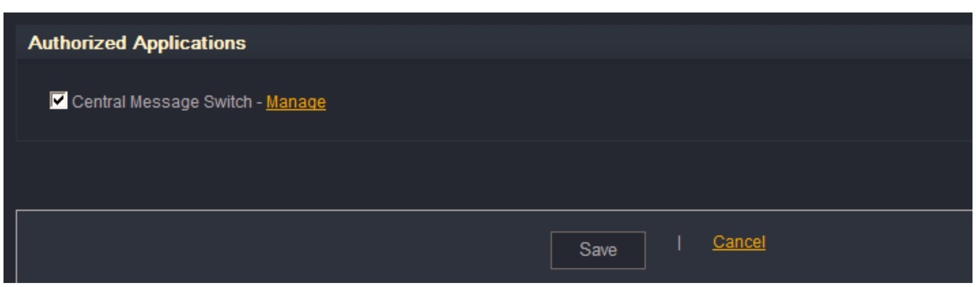
NEWS FROM THE KBI HELP DESK– CONTINUED

- Detail Index Search is an alternate tab in the Select a Search Method section. This tab allows for more specific options for searching of KCJIS messages. The first step in performing a search under this tab is to select the 'All' or 'Any' radio buttons. Match ALL of the following will perform a search with 'and' logic. The opposite is true for the Match ANY of the following and will perform a search with 'or' logic. All of the searching criteria for the Detail Index Search can be found in the pick list that defaults to 'NAM.L = Last Name'. Clicking on the down arrow will allow you to view and pick the criteria that best suit your needs. The same is true for the associated 'is' pick list. Here you can choose if your string of text 'is', 'is not', 'is like' or 'not like' the string of text you provide in the blank text box. You are able to add more criteria by simply clicking on the 'More' button with the green circle and white plus sign. This can be found at the extreme right of the Search Window. You are allowed to add 20+ criteria if needed. To remove additional criteria that are not needed click the 'Fewer' button with a red circle and white minus sign. The 'Reset' button resets back to the default of only on search criteria.
- Search Template is a new function for this version of A&R. It allows you to save templates that you create for quicker and easier access to searching that you perform on a regular basis. Create any search criteria you need and simply click on the 'Save' button to save your search. Clicking on the 'Open' button allows you to view and pick previously saved search templates.

Accessing your search results is as easy as double-clicking on the appropriate row in the Search Queue section of the Search Window. If records are found, the 'Detail Window' will be presented with a list of KCJIS messages fitting your search criteria. The list of KCJIS messages provides a high level view. The 'Header' section provides the MRI number, Message Key, UserID, User Name, Input and Output Stations and date/time the message was sent. A detailed view of a single KCJIS message can be viewed in the Message section found at the bottom of the 'Detail Window'. You can view all KCJIS message results one at a time by clicking on each individual message. TAC's also have the ability to print a the list of records or the details of a single record by clicking on the appropriate print button found at the top left corner of the 'Detail Window' screen.

<u>Creating New Users in KACIS</u>

Reminder: TACs make sure to check 'Central Message Switch' when creating new users in KACIS. This is important because the message switch goes to KACIS to verify the user is authorized to have access and if this box is not checked the user will receive "Logon rejected – KACIS Denied Authorization" The check box can be found at the bottom of the 'Edit User Information' screen.



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